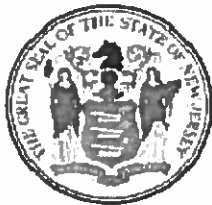


NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Deputy Director, Division of Purchase and Property

SALARY RANGE: Commensurate with Experience **WORKWEEK:** NL (Hours vary as required)

POSTING PERIOD FROM: November 9, 2015

TO: November 23, 2015

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Purchase and Property
Procurement Bureau
33 W. State Street, 8th Fl.
Trenton, NJ 08625

JOB DESCRIPTION:

The Deputy Director will assist the Director in the cost-effective, innovative and ethical operation of the State's centralized purchasing program. In addition to exercising the powers and duties of the Director during the Director's absence, the Deputy Director will oversee the daily operations of the Procurement Bureau and its Procurement teams. The Deputy Director will: oversee the award of contracts for commodities and services for State government and cooperative purchase partners; conduct investigations and hearings, if required, regarding contract bid protests and/or vendor performance and issue final agency decisions; in consultation with Agency heads, develop specifications for all commonly purchased commodities, as well as for professional and information technology services; enter into cooperative purchasing arrangements with state commissions, local governments and various independent authorities; prepare the annual report of the operations of the Division; promulgate rules and regulations for the making, negotiating and awarding of purchases, contracts and agreements; train staff and client agencies in the proper interpretation of statutes, regulations and contract documents; and develop and implement eProcurement initiatives and enhancements. Does other related duties as required.

REQUIREMENTS: Open to current State employees who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree; an advanced degree is preferred.

EXPERIENCE: Eight (8) years of managerial experience in work involving procurement or fiscal activities in a large business or governmental organization.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Deputy Director, Purchase and Property)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "Doug J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer